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Approved For Release 2003/08/06 : CIA-RDP54-00177A000200030172-9
CIG MANUAL OF ADMINISTRATIVE INSTRUCTIONS

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☐ - COMMUNICATIONS

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☐ - COMMUNICATIONS

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☐ GENERAL

1. Purpose

The general purpose of this instruction is to acquaint the personnel of CIG with the various types of service provided by the ☐ Services Division, and to set forth procedures governing the routing, handling, and filing of official CIG documents by Office and Staff Section personnel.

2. Organization and Functions

a. The ☐ Services Division, Administration and Management Branch, is responsible for:

(1) Establishing and operating a central mail room and a messenger and courier system for routing communications within, into, or out of the Agency.

(2) The maintaining of records and the establishment of controls on all incoming and outgoing documents.

b. The following organizational units have been established under ☐ to accomplish the functions enumerated above:

- (1)
- (2)
- (3)
- (4)

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3. Terminology

The following definitions, while not necessarily complete from a technical point of view, explain the meanings of certain terms as they are used in this instruction:

a. Document: any official paper, correspondence, pamphlet, book, publication, writing, or other instrument, whether classified or unclassified, which conveys information.

b. Classified Document: any document which requires security grading, i.e., TOP SECRET, SECRET, CONFIDENTIAL, or Restricted, to indicate the degree of precaution necessary for its safeguarding. The classification is determined in accordance with the standards outlined in Security Administrative Instruction ☐.

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c. Registered Document: a TOP SECRET, SECRET, or CONFIDENTIAL document, or a Restricted cryptographic document or device, carrying a register number, a short title, and instructions to account for it periodically. (A registered document is not to be confused with a classified document to which, for administrative reasons, a number or short title is assigned for bookkeeping or reference purpose only.) In the absence of the required markings, as enumerated above, documents will not be reported upon. Documents will be registered only when it is essential for the issuing authority to control distribution and maintain a record of the custody of all copies. (Officers authorized to originate and/or issue TOP SECRET, SECRET, or CONFIDENTIAL documents, and Restricted cryptographic documents, will designate as "registered" only such documents as they deem necessary in the interest of national security.)

d. Intelligence Information: "raw" information received from collecting agencies which has not been evaluated by the Office of Reports and Estimates, CIG.

e. Intelligence Material: intelligence documents which have been fully evaluated by the Office of Reports and Estimates, CIG, and are published for CIG.

f. Depository: the file to which a document, after having been used and/or acted upon, is sent for permanent retention, or where excess copies of intelligence documents are stored.

g. Messenger: a person who is assigned the duty of transmitting documents classified up through SECRET within a building occupied by CIG.

h. Courier: a person who is assigned the duty of transmitting documents classified up through SECRET between buildings of CIG and between CIG and other government agencies.

i. TOP SECRET Courier: an officer or specifically designated civilian who has been authorized to transmit TOP SECRET documents within and between buildings of CIG, and between CIG and an outside agency.

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OFFICIAL DEPOSITORIES FOR COMMUNICATIONS

1. General

a. The [] Services Division, designates official depositories for all administrative documents except cables, cryptographic documents and devices.

b. The Office of Reports and Estimates designates official depositories for all intelligence documents.

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2. Depository for Intelligence Documents

The official depository for all intelligence documents will be the Reference Branch of the Office of Reports and Estimates.

3. Depository for Administrative Documents

Central Files, [redacted] Services Division, and/or Office or Staff Message Centers will be the official depositories for all incoming and outgoing administrative documents other than those classified TOP SECRET which will be deposited in the [redacted]

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4. Depository for Extra Copies of Intelligence Documents

Surplus copies of CIG-produced intelligence documents classified SECRET or below will be stored in the [redacted] Intelligence documents classified TOP SECRET will be stored in the [redacted]

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5. Depository for Inactive Files

a. Any Office or Staff Section having documents on file which are inactive or of no further value in connection with current operations will report the fact to:

(1) Reference Branch, ORE, if the documents are intelligence matter of any security classification.

(2) Central Files, [redacted] [redacted] if the documents are administrative matter classified below TOP SECRET.

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(3) Information [redacted] [redacted] if the documents are administrative matter or surplus copies of CIG-produced intelligence classified TOP SECRET.

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(4) [redacted] [redacted] if the documents are administrative matter or surplus copies of CIG-produced intelligence classified TOP SECRET.

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b. When notified of an inactive file, the appropriate branch or unit will send a representative to survey material and arrange for proper disposition and storage.

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[redacted] USE OF CIG INTER-OFFICE CHAIN ENVELOPE

1. General

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a. When Used

Offices of CIG will use the official CIG inter-office chain envelope for the transmittal of documents below TOP SECRET in classification traveling within the CIG Messenger and Courier System to other offices of CIG. Under no circumstances will the envelope be used for the transmittal of TOP SECRET documents. Documents will not be transmitted outside CIG in the inter-office chain envelope.

b. Stocking of Inter-Office Chain Envelope

Each Office Message Center as well as pick-up and delivery points within Offices will, upon request to [redacted] Services Division, be furnished with a supply of inter-office chain envelopes.

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c. Delivery of Mail

All mail delivered by a Messenger or Regular Courier to an Office Message Center or a pick-up and delivery point within an Office will be contained in CIG inter-office chain envelopes. Where mail is classified SECRET or CONFIDENTIAL the responsible individual at a delivery point will remove attached Receipt Form 35-16 from the inter-office chain envelope, sign, and return signed receipt to the Messenger or Courier. Normally, chain envelopes containing Restricted or unclassified mail will bear no receipt.

2. Dispatching of CIG Documents in Inter-Office Chain Envelopes

a. Additional Wrapping Not Necessary

Offices of CIG will dispatch outgoing inter-office mail (and that intra-office mail which is destined for a segment of an office housed in a separate building) in CIG inter-office chain envelopes without additional wrapping. A separate inter-office chain envelope will be prepared for each office to which materials are being sent.

b. Preparation of Face of Envelope

It is essential that the columns appearing on the inter-office chain envelope be filled in completely, and that the office designation always be indicated. If it is the desire of the sender to dispatch the document to a specific individual, the individual's name may be noted in parentheses after the office designation, for example:

FROM: OCD

TO: ORE (Attn: [redacted])

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In all instances room number, when known, and building will be indicated in the proper column. The CIG inter-office chain envelope will not be thrown away until all spaces have been used, or until the envelope is

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completely worn out. If an office accumulates a stock of envelopes which exceeds its needs, the surplus will be returned to the Messenger or Courier serving the office.

c. Mail Transmitted Outside CIG

Documents to be transmitted outside CIG will be routed in the inter-office chain envelope to the []

[] (For detailed instructions covering the handling and routing of outgoing documents see [])

d. Transmitting CONFIDENTIAL or SECRET Documents

The CIG inter-office chain envelope, when used to transmit CONFIDENTIAL or SECRET documents, will be sealed with one CIG gummed label and the initial of the sealer will be entered in an appropriate place on the seal. These seals may also be obtained from []

[] Under no circumstances should scotch tape be used to seal the inter-office chain envelope.

e. Transmitting Unclassified or Restricted Documents

The CIG inter-office chain envelope, when used to transmit only unclassified or Restricted material, need not be sealed in any manner, but the envelope flap should be pushed inside.

f. Inter-Office Chain Envelope Numbering and Receipting Systems

Each Office Message Center and each designated pick-up and delivery point within an office will initiate its own numbering series for inter-office chain envelopes, the contents of which are classified SECRET or CONFIDENTIAL. This number will consist of the month expressed in number and the next unused consecutive number, e.g., if the first envelope is dispatched in June, the number would be 6-1; if the tenth envelope is dispatched in July, the number would be 7-10. Since the second number is the identifying envelope number, it would continue in numerical sequence until the end of the calendar year. Thus, if 320 envelopes containing SECRET or CONFIDENTIAL documents have been dispatched as of December 31, the last one would be numbered 12-320. At the beginning of the next calendar year, a new series would be initiated, the first envelope in January of the new year being numbered 1-1. This office envelope number will be placed in the office of dispatch column, before the name in the "From" column. The number appearing on the envelope will also be placed on the attached Receipt Form 35-16.

Receipt Form 35-16 to be attached to inter-office envelopes containing SECRET or CONFIDENTIAL documents will be prepared in the CIG receipt book in duplicate. Receipt Form 35-16 is in triplicate in the receipt book; however, only two copies are to be used and no attention is to be paid to the colors of the copies used. The third copy has a special use in isolated circumstances. The original copy of the receipt

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will be stapled to the envelope. The preparing office will retain the carbon copy of the receipt for its records. This copy will be signed by the Messenger or Courier who picks up the chain envelope. The number appearing both on the Receipt Form 35-16 and the inter-office chain envelope will be noted in the office log opposite the individual papers transmitted in the inter-office chain envelope. This will provide a record of the documents in any one envelope.

g. Bulky Documents (Classified)

Classified documents which, because of bulk, cannot be put in the inter-office chain envelope, will be wrapped in a satisfactory manner, taped with CIG gummed seals, and forwarded in exactly the same manner as an inter-office chain envelope.

3. Operation of Courier and Messenger System

a. Courier Pick-Up and Delivery

25X1 [] Services, Division, will provide offices with pick-up and delivery Courier Service from and to appropriate points located in different buildings. An inter-office chain envelope containing SECRET or CONFIDENTIAL documents, after being signed for by a Regular Courier on Receipt Form 35-16, will be delivered to the appropriate building and Office Message Center. The appropriate individual in the receiving Office Message Center will remove and sign the original copy of Receipt Form 35-16 attached to the chain envelope and return receipt to Courier. The Central Mail Room will maintain a file of all completed receipts for location purposes. The Courier transmittal of a Restricted or unclassified document to a location in another building is accomplished in the chain envelope without regard to the use of Receipt Form 35-16.

b. Messenger Pick-Up and Delivery

25X1 [] Services Division, will provide offices with pick-up and delivery messenger service from and to appropriate points within the same building. The delivery of a chain envelope to any office located in another building will be made by Regular Courier as indicated above.

25X1 [] CIG MESSENGER AND COURIER SERVICES

25X1 1. The [] Services Division, will provide each Office and Staff Section of CIG with Messenger and Courier service as follows:

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a. TOP SECRET Couriers

TOP SECRET Couriers will be used to transmit TOP SECRET documents between individuals and buildings of CIG and between CIG and outside agency.

b. Regular Couriers

Regular Couriers will be used to transmit documents classified SECRET or below between buildings of CIG and between CIG and an outside agency.

c. Messengers

Messengers will be used to transmit documents classified SECRET or below between individuals and offices located in the same building, but will not carry documents between buildings. Certain messengers, however, may be used to transmit unclassified or Restricted documents between CIG and an outside agency.

d. Operation of Regular Courier and Messenger Service

See

☐ LOGGING AND ROUTING OF ADMINISTRATIVE DOCUMENTS, OTHER THAN CABLES, CLASSIFIED BELOW TOP SECRET

1. Incoming

a. The will:

(1) Receive, open, and time-stamp each document entering CIG and route each administrative document to the Services Division. (The only exception to this procedure is an incoming pouch document addressed to OSO which, after being properly recorded, will be routed unopened to the Office of Special Operations.)

b. The Distribution Unit will:

(1) Assign CIG control number.

(2) Assign file classification number.

(3) Prepare CIG Form 35-1 in multiple copies, assigning a suspense date by which time correspondence must be answered; establish a follow-up system on suspense dates.

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(4) Prepare a Consolidated Receipt, CIG Form 35-3, for each receiving Office or Staff Section Message Center and insure the proper return of this receipt for filing.

(5) Route documents to the Office or Staff Message Center.

c. The Office or Staff Message Center will:

(1) Sign and return CIG Form 35-3 to

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(2) Check document against copies of CIG Form 35-1 which are attached to each document.

(3) Withdraw Office Message Center Copy of CIG Form 35-1 and indicate thereon the particular office sub-division to which the document will be routed.

(4) File CIG Form 35-1 by the CIG control number appearing in the upper left-hand corner of the Form.

(5) Route document to appropriate Receiving Office.

d. The Receiving Office will:

(1) Record document in any appropriate log which will enable that office to account for all documents received by it for action or as a matter of interest.

(2) Return document to Central Files, Distribution Unit, for permanent filing after it has served its purpose.

(3) If the document must be retained permanently in the receiving office, remove the copy of CIG Form 35-1 attached to it, note the name of the office of retention thereon, and return it to

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2. Outgoing

a. The originating office will:

(1) Check document and envelopes for correct preparation in conformance with CIG Administrative Instruction No. .

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(2) Address envelopes.

(3) Insure that a receipt (CIG Form 38-15) has been prepared and is attached to all documents classified CONFIDENTIAL or above.

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25X1 (4) Insure that a copy of the document is attached to be withdrawn by [] and forwarded to Central Files for permanent record. The Central Files copy will have attached to it, when circumstances require, a memorandum for record, or all buck slips, inter-office memoranda, and notes which have preceded the preparation of the document.

(5) Attach a CIG Form 35-11 if a special method of dispatch is desired, i.e., "Air Mail," "Registered," "Special Delivery," "Pouch," etc.

(6) Record the document in the office of origin log and dispatch it to the Office or Staff Message Center in accordance with inter-office chain envelope procedure (see Section []).

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b. The Office or Staff Message Center will:

(1) Check to see that an adequate number of copies of the outgoing document has been prepared.

(2) Insure the adequacy of the memorandum for record on the Central Files copy of the document.

(3) Check to see that adequate envelopes and receipts have been prepared for use of []

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(4) Assign each document a number preceded by the authorized abbreviation or symbol for the Office or Staff Section. This number will be placed above the return address on the outside envelope.

(5) Record the document in appropriate log and forward document to Distribution Unit in the inter-office chain envelope.

(6) Get in touch with [] to determine the cause of delay if a copy of CIG Form 35-1 for each outgoing document has not been received within twenty-four hours after its release.

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25X1 c. The [] will:

(1) Check the document to see that it is properly prepared.

(2) Assign a CIG control number.

(3) Assign a file classification number and indicate cross-references.

(4) Prepare CIG Form 35-1.

(5) Forward to Office or Staff Message Center one copy of CIG Form 35-1 as assurance that the document has been dispatched.

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(6) Forward the document after it has been properly recorded and sealed to the [] for actual dispatch.

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d. The [] will:

(1) Determine from notations on CIG Form 35-11, if attached, what special handling has been requested for the document, and handle in that manner if possible.

(2) Prepare and maintain all records and receipts for envelopes of classified documents.

(3) Effect delivery of document to proper transmitting agency.

e. Sealed Documents

If for security reasons outgoing documents are to be sealed in the office of origin and the contents are not to be seen by processing personnel, the originating Office will:

(1) Seal the envelopes, placing on the outside envelope a number, preceded by the authorized office abbreviation or symbol, for the use of [] in recording the envelope.

(2) Attach Form 35-11 indicating whether document is to travel through classified or unclassified channels and any special handling requested.

(3) Dispatch to [] via Office Message Center.

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f. Pouch Documents

Documents to be dispatched by pouch from CIG to destinations outside the District of Columbia through Courier or similar service will be processed in the same manner as any other outgoing document (see Section 405.2). Documents from OSO intended for dispatch to locations outside the District of Columbia will be delivered already wrapped to the [] for recording and forwarding through proper transmitting channels.

3. Inter-Office

a. Office or Staff Message Center Procedures

It is the responsibility of the Office or Staff Message Center to keep adequate records of all inter-office handling and routing of documents. Channeling of documents through Central Records will not be required in inter-office exchanges. The system for recording inter-office documents will be developed to fit the needs of each office, the

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only requirements being that, at all times, the Office or Staff Message Center will be able to account for the disposition of both incoming and outgoing documents and appropriate security precautions are observed. The log used for recording outgoing documents may also be used for recording all types of inter-office documents.

b. Filing of Inter-Office Documents

Inter-office documents which obviously are of no permanent value will not be forwarded to Central Files for retention. The determination of the value of inter-office documents will be made either by the originator or the final recipient. Inter-office documents will be forwarded to Central Files if they:

- (1) Contain valuable background information which will supplement the information contained in the memorandum for record on the Central Files copy of outgoing mail.
- (2) Contain information supplementing a published directive or order.
- (3) Concern a subject of permanent value either from a policy or a historical viewpoint.

c. Transmittal of Inter-Office Documents

Documents traveling between offices will be forwarded through the Messenger and Courier System in chain envelopes (see Section ☐, except TOP SECRET which will be handled either by TOP SECRET Courier or TOP SECRET Control Officer.

☐ LOGGING AND ROUTING OF INTELLIGENCE INFORMATION, OTHER THAN CABLES, CLASSIFIED BELOW TOP SECRET

1. Incoming

a. The Central Mail Unit will:

- (1) Open and route all intelligence information received in CIG to the ☐ Services Division. The only exception to this procedure is incoming pouch material for OSO which, after being properly recorded, will be routed unopened to the Office of Special Operations where it will be acknowledged by signed receipt.

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b. The [] will:

- (1) Assign a CIG control number.
- (2) Assign a file classification number.
- (3) Record the document on CIG Form 35-2.
- (4) Deliver each document to the proper representative of the Reading Center, OCD, where the distribution to be accorded the document will be determined.
- (5) Make necessary records of distribution as indicated by the Reading Center on CIG Form 35-2 and withdraw Central Records copies of such Forms.
- (6) In the case of ORE, attach three copies of CIG Form 35-2 to copies of reports going to that Office.
- (7) Prepare Consolidated Receipts (CIG Form 35-3) for all documents and insure the proper return of this Receipt from the office of address.
- (8) Dispatch each document to appropriate Office or Staff Message Center.

c. The Office or Staff Message Center will:

- (1) Check documents against enclosed Consolidated Receipt (CIG Form 35-3) which it will sign and return to Information Distribution Unit.
- (2) Record receipt of documents in an appropriate log.
- (3) In the case of ORE, check the documents against the copies of CIG Form 35-2 attached to each document.
- (4) In the case of ORE, withdraw the three Message Center copies of CIG Form 35-2 and indicate thereon the particular subdivision of ORE to which a document is to be routed. The three copies of CIG Form 35-2 will then be filed as follows: one by CIG control number, one by source, and the remaining one by subject.
- (5) Dispatch documents to receiving offices and record disposition in an appropriate log.

d. The Receiving Office will:

- (1) Record receipt and disposition of documents in an appropriate log.

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(2) In the case of ORE, maintain record of documents on Form 35-2 supplied the receiving office by ORE Message Center.

2. Outgoing

Since CIG at the present time distributes little intelligence information to outside agencies appropriate instructions for its handling will be announced when and if the need arises. At the present time outgoing intelligence information is processed exclusively by the Information

3. Inter-Office

Intelligence information documents traveling between offices will be processed in the same manner as administrative material (see Section), i.e., through the Messenger and Courier system in chain envelopes. Complete records will be maintained in dispatching and receiving offices.

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PROCESSING OF TOP SECRET DOCUMENTS

1. General Information

a. Transmittal of TOP SECRET Documents between Offices and Divisions of CIG

Transmittal of TOP SECRET documents between Offices and Executive Staff Divisions will be accomplished by a TOP SECRET Courier, e.g., from ORE to OO; from Services Division to Finance Division, A&M Branch. It is permissible within CIG, however, for one Assistant TOP SECRET Control Officer to deliver a TOP SECRET document to another Assistant TOP SECRET Control Officer, the necessary receipt being obtained, provided Central Records, Services Division, A&M Branch, is informed of such change of responsibility.

b. Transmittal of TOP SECRET Documents between Units

Transmittal of TOP SECRET documents between units of an Office or Executive Staff Section will be effected by the Assistant TOP SECRET Control Officer of the Office or Staff Section concerned. When an Office or Staff has personnel in several different buildings, it is permissible to request a TOP SECRET Courier to effect deliveries between buildings.

c. TOP SECRET Signature Record and Cover Sheet (CIG Form 38-13)

The TOP SECRET Signature Record and Cover Sheet (CIG Form 38-13) will not be removed from a TOP SECRET document until the document

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is destroyed, downgraded, or dispatched outside of CIG. However, when a document is so treated, the particular disposition is noted on the TOP SECRET Signature Record and Cover Sheet and the sheet is sent to Special Distribution Unit to be filed. This sheet will serve as a cover to a TOP SECRET document and will provide a record of all individuals who have had access to the document. Each individual who uses or processes a TOP SECRET document, will affix his signature to the sheet and indicate thereon date and time of receipt. When releasing material to another authorized individual, he will affix his initials and indicate date and time of release.

2. Incoming

a. Special Distribution Procedures

All TOP SECRET documents, administrative or intelligence (except cables, and documents pertaining solely to the Office of Special Operations), shall be delivered initially to [redacted] Services Division. (Any member of CIG who receives a TOP SECRET document from an outside source in a manner which has by-passed Special Distribution Unit will report the fact to [redacted] as soon as possible in order that the document may be properly processed.)

b. The [redacted] will:

- (1) Assign CIG control number to each document.
- (2) Assign CIG file classification number.
- (3) Log document.
- (4) Staple a TOP SECRET Signature Record and Cover Sheet (CIG Form 38-13) to document.
- (5) In the case of administrative documents, determine the routing to be given each document and make appropriate notations on all records and CIG Form 38-13.
- (6) In the case of intelligence information, pass the document to a specifically designated member of the Reading Center, OCD, for determination of distribution.
- (7) Make a record of the recommended distribution after the document returns from the Reading Center.
- (8) Prepare a Document Receipt (CIG Form 38-16) for each document.
- (9) Route each document to appropriate Office or Staff Section Message Center.

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c. The Office or Staff Section Message Center will:

(1) Check document against the Document Receipt Form 38-16 which it will sign and return to [] through the Messenger-Courier system.

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(2) Record document in a TOP SECRET log. (A suggested log sheet that may be used is CIG Form 38-14.)

(3) Insure that the Signature Record and Cover Sheet on each document is initialed by everyone examining or handling the document within the Message Center.

(4) Request its Assistant TOP SECRET Control Officer to deliver the TOP SECRET document to the receiving office where the document will be acknowledged by signature in the Message Center TOP SECRET log. An optional procedure will be to have the document delivered to the receiving office by a TOP SECRET Courier, in which case the Courier will sign for the envelope containing the document and make delivery to the Receiving Office where Document Receipt Form 38-16 will be signed and returned to the Office Message Center.

d. The Receiving Office will:

(1) Sign for the document in the Message Center TOP SECRET log if delivered by Assistant TOP SECRET Control Officer; or, sign and return Document Receipt Form 38-16 if delivered by TOP SECRET Courier.

(2) Enter the document in a TOP SECRET log.

(3) Insure that each person handling or examining the document enters his name, initials, and dates of handling on the TOP SECRET Signature Record and Cover Sheet.

(4) In case it receives permission to downgrade or destroy the document, remove the Signature Record and Cover Sheet, note the particular action or disposition at the bottom of the Sheet, and forward the Sheet through the Office or Staff Section Message []

Services Division.

(5) If the document is intelligence material, forward it to the Reference Branch, ORE, for permanent retention in the TOP SECRET files of that office. Here the Signature Record and Cover Sheet will be removed after notation has been made thereon that the document has been filed, and the Sheet returned to [] through the Office or Staff Section Message Center.

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(6) If a document is of special administrative nature, forward it with Signature Record and Cover Sheet still attached to [] for file.

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3. Outgoing

a. General

A TOP SECRET document prepared in an office will be processed in the following manner:

b. The originating office will:

(1) Check to see that it conforms to CIG correspondence and/or Security regulations.

(2) Insure that security classification has been properly affixed with appropriate authority indicated for the classification.

(3) Prepare Receipt Form 38-15 to be attached to the document.

(4) Prepare two envelopes, the smaller to be stamped with the TOP SECRET classification.

(5) Attach a TOP SECRET Signature Record and Cover Sheet, Form 38-13, to the document.

(6) Assign to the document a number preceded by the authorized initials or symbols of the preparing office and enter in the TOP SECRET log.

(7) Deliver the document to the Office or Staff Message Center and receive a signature receipt in the TOP SECRET log of the originating office. If the originating office is in a different building from that of the Office or Staff Message Center, a TOP SECRET Courier should be called and a sealed envelope given him containing the document, the Receipt Form 38-15, the prepared envelopes, the Signature Record and Cover Sheet, and a Document Receipt (Form 38-16), the latter for execution by the Assistant TOP SECRET Control Officer of the Office or Staff Section Message Center. The originating office will require a receipt from the TOP SECRET Courier for the sealed envelope and its contents.

c. The Assistant TOP SECRET Control Officer will:

(1) Sign for the document in the TOP SECRET log of the originating office, or open the sealed envelope delivered by the TOP SECRET Courier and execute the CIG Document Receipt (Form 38-16) which will be returned to the originating office.

(2) Record the document in the TOP SECRET log of the Office or Staff Message Center. Special care must be taken to insure that each person handling or processing the document executes the attached Signature Record and Cover Sheet.

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(3) Check to see whether the document has been correctly prepared, properly signed, and receipt and envelopes attached for use of [redacted]

(4) Deliver the document to the Special Distribution Unit and receive in his TOP SECRET log a signature receipt therefor; or, as an optional procedure, enclose the document (to which will be attached a Document Receipt, Form 38-16) in a sealed envelope and call a TOP SECRET Courier. The TOP SECRET Courier will sign a receipt for the envelope and its contents and make delivery to [redacted]

d. The [redacted] will;

(1) Sign for the document in the TOP SECRET log of the Assistant TOP SECRET Control Officer making the delivery; or, if the material has been delivered by TOP SECRET Courier, sign the envelope receipt and the enclosed Document Receipt (Form 38-16), the former to be retained by the Courier and the latter to be returned to the appropriate Office or Staff Section Message Center immediately.

(2) Record the document on the standard record slip (Form 35-1), one copy of which will be returned to the Message Center of origin.

(3) Insure that a Receipt Form 38-15 has been prepared, as well as the envelopes necessary for the dispatch of the document.

(4) Insure that the Signature Record and Cover Sheet has been properly executed by personnel in [redacted] who have handled or processed the TOP SECRET document.

(5) Remove the Signature Record and Cover Sheet noting thereon the disposition which is to be made of the document.

(6) Remove and file the Central Files copy of the document.

(7) After preparing necessary envelope records, determine the correct channel for the transmittal of the document and deliver it thereto.

4. Inter-Office

a. The Originating Office will;

(1) After checking a document for correctness, security classification, and authorization for such classification, make proper record in the office TOP SECRET log.

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(2) Attach a TOP SECRET Signature Record and Cover Sheet, Form 38-13, to the document and indicate on the second line of the Cover Sheet the name of the first person to whom the document will be sent.

(3) Deliver the document to the Assistant TOP SECRET Control Officer of the Office or Staff Message Center and secure his signature in a TOP SECRET log; or, as an optional procedure, enclose the document (to which will be attached a Document Receipt, Form 38-16) in a sealed envelope and call a TOP SECRET Courier. The TOP SECRET Courier will sign a receipt for the envelope and its contents and make delivery to the Assistant TOP SECRET Control Officer of the Office or Staff Message Center.

b. The Office or Staff Section Message Center will:

(1) Sign for the document in the TOP SECRET log of the originating office; or, if delivered by TOP SECRET Courier, sign the envelope receipt and enclosed Document Receipt, Form 38-16, the former to be retained by the Courier and the latter to be returned to the originating office.

(2) Enter the TOP SECRET document in the Message Center TOP SECRET log.

(3) Insure that each person who handles or processes the document executes the Signature Record and Cover Sheet.

(4) Deliver the document by Assistant TOP SECRET Control Officer to the receiving Office or Staff Section Message Center and have the Assistant TOP SECRET Control Officer of that Office sign for the document in the originating Office or Staff Section Message Center log; or, will send the document in an envelope covered by a receipt by TOP SECRET Courier to the receiving Message Center, insuring that a Document Receipt, Form 38-16, is enclosed for execution and return by the Assistant TOP SECRET Control Officer of the receiving Message Center.

c. The Receiving Message Center will:

(1) Sign for the document in the TOP SECRET log of the originating Message Center; or, sign the envelope receipt and enclosed Document Receipt, Form 38-16, the former to be retained by the TOP SECRET Courier and the latter to be returned to the originating Message Center.

(2) Record the document in its TOP SECRET log.

(3) Insure that each person who handles or processes the document within the Message Center executes the Signature Record and Cover Sheet.

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(4) Deliver the document to the receiving office by Assistant TOP SECRET Control Officer who will obtain a signature receipt in the TOP SECRET log of the Message Center. If the receiving office is in another building, it will be necessary to deliver the document by TOP SECRET Courier, the customary receipt being obtained. Upon receipt of the document, the receiving office will sign Document Receipt, Form 38-16, and return it to the Message Center.

d. The Receiving Office will:

(1) Sign the TOP SECRET log of the Assistant TOP SECRET Control Officer; or, if the document has been delivered by TOP SECRET Courier, sign the envelope receipt and the Document Receipt (Form 38-16), the former to be retained by the TOP SECRET Courier and the latter to be returned to the Message Center.

(2) Record the document in its TOP SECRET log.

(3) Insure that each person who uses or handles the document executes the TOP SECRET Signature Record and Cover Sheet.

5. Outgoing TOP SECRET Intelligence

a. General Instruction

All CIG-produced TOP SECRET intelligence documents will be distributed by the [redacted] Services Division. Upon receipt of such documents for distribution, [redacted] will supply the originating office with a Consolidated Receipt (CIG Form 35-3) for all copies. It will then distribute the documents in accordance with existing security regulations.

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TELEPHONE SERVICE

1. General

a. The CIG Telephone Switchboard is operated on a 24-hour day, 7-day week basis. The telephone number is Executive 6115.

b. Official telephone extensions in CIG are to be used for the transaction of official business. Pay station telephones are provided in the corridors of buildings for use of individuals in making personal calls.

2. Directory Service

a. A CIG telephone directory is published periodically to furnish telephone information on personnel of CIG, Government

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Dial Codes, miscellaneous numbers frequently used, and general information relating to the use of the dial telephone. Telephone directories contain classified information and as such must not be removed from CIG premises without permission from the Security Division.

b. It will be the responsibility of each Office or Staff Section to forward to the Chief, Services Division, attention, Chief Operator, up-to-date rosters of personnel, notices of changes in extensions, and information concerning deletions, in order that an accurate, current directory may be maintained.

c. Employees may call Extension to obtain an extension not listed in the directory, or any other telephone information.

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3. Long Distance Calls

a. Authorized long distance calls of an official nature may be made through the CIG switchboard facilities by calling the Long Distance Operator (Dial 81).

b. Each Office or Staff Section will furnish the Chief Operator with a list of the officials authorized to approve long distance telephone calls and no long distance calls will be placed unless approved by such officials.

c. Long Distance calls should be of as short duration as possible and should be made only when the business to be transacted is of such urgent nature that special mail or telegraph facilities would be inadequate, or when circumstances dictate the necessity for personal communication. When practicable, long distance calls will be made station-to-station rather than person-to-person. CIG switchboard and telephone facilities are not to be used for placing long distance calls of a personal nature. If, under emergency conditions, these facilities are used for personal calls the Finance Division, will collect from the user the commercial rate of the call, plus Federal Excise Tax.

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4. Repair or Other Telephone Service

Requests for necessary telephone installations, repairs, or other related service will be communicated to the Chief Operator.

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